

Report for Week Ending 11 July 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of OCR/HR dossiers continues.

Microfilming of Vital Materials in Security Office started this week.

Filming was scheduled to be started in the Office of Personnel on 11 July but will be delayed for approximately 2 weeks because the operator has been assigned to a special job in OCI. This special job is not for vital materials.

General Information

25X1A9a Miss [REDACTED], all of DD/P, accompanied last weeks trip to the repository.

25X1A9a Mr. [REDACTED], members of ORR/Geographic, visited the repository last week.

Following a meeting with Mr. [REDACTED], OCR, and Mr. [REDACTED], office of DD/I, a meeting was arranged with representatives of the DD/I offices to discuss emergency records operations on Thursday, 12 July. A similar meeting with DD/S representatives was scheduled for 13 July.

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A review was completed of the filing systems employed in the Registration Section, Admin. Branch, Office of Training. In this operation involving about 3 employees, adoption of the recommendation will result in: reducing one file series from 3 safe drawers to one through the use of folders instead of binders; and discontinuing the typing of lists of employees scheduled for training. The lists are a duplication of the requests form which may be grouped and filed in the same sequence.

25X1A6a The following actions were completed with respect to getting ready for the pending emergency operation at [REDACTED]: a film splicer was purchased and has been installed; Records Center and Repository personnel have been indoctrinated in the use of splicers and readers; procedures for the various

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records officers and a more detailed procedure for Repository personnel have been prepared and printed; instructions for use of the film readers have been posted beside each machine.



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